
National Assessment of Educational Progress (NAEP)



Preparing for NAEP 2009

Information for School District and School Staff

September 2008

Prepared by the
**California Department
of Education**

- NAEP 2009 Overview
- Questions and Answers
- Coordinator Checklists
- NAEP At-a-Glance
- Internet Resources

Available on the CDE NAEP Web page at
<http://www.cde.ca.gov/ta/tg/nr/>



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Introduction

The National Assessment of Educational Progress (NAEP) is the only ongoing, nationally representative assessment designed to evaluate what America's students know and can do in a variety of subjects such as reading, writing, mathematics, and science. Also known as the Nation's Report Card, NAEP was established by Congress in 1969 and is administered by the National Center for Education Statistics, a division of the United States Department of Education.

Approximately 250 school districts and 750 schools in California have been selected to participate in NAEP during the 2008-09 school year (i.e., NAEP 2009). The primary purpose of this packet is to prepare selected school districts and schools to participate in NAEP 2009, and to assist with the communication of key information to teachers, parents, guardians, and students.

Questions about any information in this packet should be directed to Jessica Valdez, NAEP State Coordinator, by phone at 916-391-0332 or by e-mail at jvaldez@cde.ca.gov.



NAEP 2009 Overview

The National Assessment of Educational Progress (NAEP) consists of assessments and special studies that vary from year to year. Page 12 of this packet contains a chart that displays the general schedule (i.e., NAEP At-a-Glance) for these assessments and special studies. The NAEP 2009 assessment window is January 26 – March 6, 2009, and special studies will be conducted during and after the assessment window.

Approximately 250 school districts and 750 schools in California have been selected to participate in NAEP 2009. The list of selected school districts is posted on the California Department of Education NAEP Web page at <http://www.cde.ca.gov/ta/tg/nr/>.

A more detailed description of the NAEP 2009 assessments, special studies, and timeline of events is provided below.

NAEP 2009 Assessments

NAEP 2009 will include operational assessments in reading, mathematics, and science for grades four, eight, and twelve. Results will be released at the national level for all grades and subjects and at the state level for grades four and eight in all subjects. Additionally, school districts that are part of the NAEP Trial Urban District Assessment (TUDA) program will receive district-level results for grades four and eight in all subjects. (See “Questions and Answers” for a description of the TUDA program.) State and TUDA results are expected to be released in fall 2009, and national level results are expected to be released in spring 2010.

NAEP 2009 will also include pilot assessments for grades four and eight in reading, mathematics, science, U.S. History, civics, and geography, as well as pilot assessments for grade twelve in science, U.S. History, civics, and geography. Results for pilot assessments are not released to the public.

The table on the following page (i.e., NAEP 2009 Timeline of Events) provides the timeline of key events that NAEP district and school coordinators should be aware of to prepare for NAEP 2009.

NAEP 2009 Special Studies

In addition to the NAEP assessments described above, the following special studies will be conducted in selected schools and districts:

■ High School Transcript Study

The NAEP High School Transcript Study (HSTS) is an ongoing study that involves collecting and analyzing transcripts from a nationally representative sample of high school graduates. The HSTS provides information about the types of courses that graduates take, how many credits they earn, their grade point averages, and the relationship between course-taking patterns and achievement. Transcripts will be collected from schools after the NAEP 2009 assessment window. Most of the grade twelve students who participate in NAEP 2009 will be selected for the HSTS.

■ The National Indian Education Study

The purpose of the National Indian Education Study (NIES) is to examine the condition of education for American Indian/Alaskan Native students in the United States. The study



focuses on both the academic achievement and educational experiences of students in grades four and eight. Schools with American Indian or Alaska Native grade four or eight students in their NAEP sample will be asked to participate in the NIES Study. Participation involves student and school completion of a questionnaire.

■ Socioeconomic Status Indicator Study

The purpose of the Socioeconomic Status (SES) Indicator Study is to improve the measurement of SES and the understanding of its relationship with academic achievement. The SES Indicator Study will be conducted in a sample of the schools selected to participate in NAEP 2009.

NAEP 2009 Timeline of Events

May 2008	School district superintendents receive notification from the NAEP State Coordinator of their school district's selection for NAEP 2009, including the list of sampled schools, and are asked to designate a NAEP district coordinator
May 2008	NAEP district coordinators receive notification from the NAEP State Coordinator of their school district's selection for NAEP 2009, including a notification packet for distribution to each selected school
June 2008	NAEP district coordinators receive from the NAEP State Coordinator the test dates for each selected school, including a test date notification packet for distribution to each selected school
August 2008	NAEP district coordinators receive from the NAEP State Coordinator a packet for each selected school with specific instructions for preparing for NAEP 2009
August 15 – October 1, 2008	Window for school and school district registration on the MySchool Web site and submission of School Data Collection Form via the MySchool Web site* (Registration must be completed prior to submission of the School Data Collection Form.)
October 6-31, 2008	Window for submission of school student list via the MySchool Web site* (This list must be submitted by either the NAEP district or school coordinator.)
January – February 2009	Window for NAEP field staff pre-assessment visits with NAEP school coordinators
January – February 2009	Schools notify parents and guardians of their student's selection or possible selection to participate in NAEP 2009. (Notification should be provided at least two weeks before the assessment date and prior to the pre-assessment visit with NAEP field staff. Sample notification letters and newsletter inserts are available on the MySchool Web site.)
January 26 – March 6, 2009	NAEP 2009 assessment window (Schools are assigned a specific date within this window.)
*The MySchool Web site is located at http://www.mynaep.com/ (Outside Source).	



Questions and Answers

What is the National Assessment of Educational Progress (NAEP)?

Often referred to as the Nation's Report Card, NAEP is the largest nationally representative assessment of what America's students know and can do in a variety of subjects. Federal law requires the development and administration of NAEP. The program is administered by the U.S. Department of Education's National Center for Education Statistics (NCES). NAEP includes a range of studies, which involve administering assessments, conducting surveys, and collecting other data in order to provide national and state-level reports about students' educational achievement and educational experiences, teachers' characteristics and practices, school climate, and other important educational variables.

What assessments and special studies are included in NAEP?

NAEP is a broad program that consists of the main NAEP assessment, the long-term trend assessment, and a number of special studies. The main NAEP assessment includes operational and pilot tests in various subjects such as reading, writing, mathematics, and science. The long-term trend assessment focuses on reading and mathematics, and results are used to monitor trends in student performance over time. The schedule for the state and national assessments is available at <http://nces.ed.gov/nationsreportcard/about/assessmentsched.asp> (Outside Source).

NAEP regularly includes special studies such as the High School Transcript Study (HSTS) and the National Indian Education Study (NIES).

Additional information is available on the NAEP Special Studies Web site at <http://nces.ed.gov/nationsreportcard/studies/> (Outside Source).

NAEP Participation

How are schools and students selected for the NAEP sample?

For the national NAEP assessments, NAEP selects a random sample of schools and students to represent the geographic, ethnic, and socio-economic diversity of the United States. For state NAEP assessments, a sample of schools and students is selected to represent each participating state.

How and when are school districts and schools notified that they have been selected to participate in NAEP?

Most school districts and schools are notified of their selection by June of each year. The NAEP State Coordinator sends the initial notification to school district superintendents and requests that a NAEP district coordinator be designated. The NAEP district coordinator then receives notification packets that are to be distributed to each selected school.

Is participation voluntary or mandatory?

The No Child Left Behind Act of 2001 requires districts that receive Title I funds to participate in the NAEP reading and mathematics assessments for grades four and eight. School participation in all other NAEP assessments is voluntary.

Each student selected to participate in NAEP represents hundreds of other similar students. While it is important that each selected student participate, student participation in NAEP is



voluntary. Additionally, parents or guardians may exclude their children from NAEP testing for any reason.

What kinds of questions should students expect to see?

The assessment may include multiple-choice questions, questions that call for short or extended written responses, performance tasks such as hands-on experiments, and questions that may require the use of calculators, rulers, atlases, or other materials. All materials needed for the test administration are provided to students by NAEP field staff.

Examples of the NAEP questions and tasks, including scoring guides, student performance information, and sample responses used in previous administrations are available on the NAEP Questions Web site at <http://nces.ed.gov/nationsreportcard/itmrls/> (Outside Source).

How long does the assessment take?

Students selected to participate in NAEP are assessed in only one subject (e.g., reading, mathematics, or science). During the testing session, all students respond to test questions and a short survey designed to provide information about their educational environment. Generally, students have between 90 and 120 minutes to complete the assessment.

What can school districts and schools do to improve the participation of students?

School districts and schools may consider implementing the following strategies to improve the participation of students:

- Distribute reminder cards to students with date, time, and location of NAEP testing. These cards are available from the NAEP field staff who visits the school prior to testing.

- Elect to conduct NAEP testing on a date that is not too close to the dates of other testing (e.g., California High School Exit Exam).
- Ensure teachers and other school staff know which students need to be released for NAEP testing and the reporting location for these students.
- Offer students community service credit for participating in the NAEP assessment. Certificates of Community Service are available from the NAEP field staff.

Does NAEP provide accommodations for students with disabilities and English learners?

NAEP allows certain accommodations for students with disabilities and English learners. Most of the accommodations students receive on NAEP are the same as those provided on state or school district assessments. For a complete list of the accommodations allowed on NAEP, go to Permitted NAEP Accommodations Tables at http://nces.ed.gov/nationsreportcard/about/inclusion.asp#accom_table (Outside Source).

NAEP Preparation Process

What is the role of the NAEP district coordinator?

The NAEP district coordinator is the key contact between the NAEP State Coordinator and the schools selected for participation within a school district. Among other responsibilities, the district coordinator will distribute NAEP information to schools; work with the NAEP school coordinator to prepare lists of eligible students; and ensure the NAEP school coordinator notifies the parents and guardians of the students selected for participation.

**What is school staff asked to do?**

The NAEP school coordinator has various administrative responsibilities that include working with the NAEP district coordinator; notifying parents and guardians of students selected for NAEP participation; and meeting with NAEP field staff. Some principals and teachers are asked to complete questionnaires about their educational backgrounds and practices, and school characteristics. Teachers of students with disabilities and English learners are asked to complete a questionnaire for each participating student. These teachers may also be asked to assist in determining the appropriate testing accommodations and to remain with their students during the test administration.

What are the parent and guardian notification requirements?

Prior to the test administration, schools must notify all parents or guardians of students selected to participate in NAEP. Federal law requires that parents and guardians be informed that they may exclude their children from participation in the test for any reason and that their children are not required to finish the test or answer all test questions. Any parent and guardian notifications must be dated and copies available as follows:

- A copy of the dated notification must be provided to the NAEP field staff during the NAEP field staff meeting which takes place prior to the test administration date.
- A copy of parent and guardian letters must be kept on file at the school site.

The California Department of Education will require e-mail confirmation that the parent and guardian notification has been handled as required.

Modifiable Word versions of sample NAEP 2009 parent and guardian notification letters and newsletters are available on the MySchool Web site at <http://www.mynaep.com/> (Outside Source).

Schools selected for NAEP participation are requested to release information about student participation in the National School Lunch Program (NSLP). Are schools authorized to release this information?

Yes. Under the legislation that authorized the NSLP, Congress allows disclosure of NSLP participation for selected programs, including NAEP. An explanation of this policy can be found at http://nces.ed.gov/nationsreportcard/contracts/pdf/g4_8_ac.pdf (Outside Source).

NAEP Results**When are NAEP assessment results available?**

Results from the NAEP are typically released between six months and one year after the administration of the assessments. All reports are posted on the NAEP Web site at <http://nces.ed.gov/nationsreportcard/> (Outside Source). Also, customized analyses of NAEP data can be conducted using the NAEP Data Explorer at <http://nces.ed.gov/nationsreportcard/nde/viewresults.asp> (Outside Source).

At what levels are NAEP results reported?

NAEP results are reported only at the national and state levels, as well as at the district level for school districts that are part of the NAEP Trial Urban District Assessment (TUDA) program. The TUDA program is an ongoing study designed to explore the feasibility of using NAEP to report on the performance of fourth and eighth grade students at the school district level. Three



California school districts will be part of the TUDA program in 2009, including Los Angeles Unified School District, San Diego Unified School District, and Fresno Unified School District.

Are NAEP results ever available for individual schools or students?

No. Individual school results are not available because only a sample of students participates in the assessment, so results at the school level would not be considered valid. NAEP assessments use a matrix design in which each sampled student takes only part of the assessment. Results for individual students cannot be reported because the subsets of items in each booklet are not directly comparable and are too few to yield reliable results at the individual student level.

Are individual student results confidential?

Yes. Student names are removed from answer documents, so it is not possible to identify individual students.

How are NAEP results used?

NAEP results are released as The Nation's Report Card. It is common for each state's performance on NAEP to be presented in comparison with that of other states and the nation. Educators, policy makers, and researchers all use NAEP results to assess progress and develop ways to improve education in America.

More Information

Additional information about the NAEP is available on the NCES Web site at <http://nces.ed.gov/nationsreportcard/> (Outside Source) or by contacting Jessica Valdez, NAEP State Coordinator, at jvaldez@cde.ca.gov or at 916-319-0332.



School Coordinator Responsibility Checklist

Directions: This checklist is intended to assist NAEP school coordinators in preparing for NAEP 2009 at their school(s). To customize this checklist, fill in the blanks with school and district-specific information. Check off tasks as they are completed.

School Name: _____ NAEP 2009 Test Date: _____

NAEP District Coordinator Name: _____

NAEP District Coordinator Phone Number: _____

August 2008:

- ☐ Review the contents of the August school packet from the NAEP State Coordinator and the NAEP Information Packet on the California Department of Education NAEP Web page at <http://www.cde.ca.gov/ta/tg/nr/>.
- ☐ Ensure that the school's NAEP test date is indicated on the school calendar.

August 15 – October 1, 2008:

- ☐ Register on the MySchool Web site. Go to <http://www.mynaep.com/> (Outside Source) and click on REGISTER if a new user. Registration ID is included in the August school packet from the NAEP State Coordinator.
- ☐ Complete and submit the School Data Collection Form via the MySchool Web site.* Deadline: October 1, 2008.

October 6-31, 2008:

- ☐ Submit the list of all students in the sampled grade via the MySchool Web site.* Deadline: October 31, 2008.

2-3 Weeks Before Test Date:

- ☐ Review contents of the pre-assessment packet sent by NAEP field staff.
- ☐ Notify parents and guardians about NAEP participation via dated letter or newsletter.

Sample letters and newsletters are available on the MySchool Web site.*

- ☐ Distribute and collect completed staff and student questionnaires and copies of parent and guardian letters or newsletters. Prepare a folder for these materials.
- ☐ Ensure that appropriate accommodations have been identified for all participating English learners and students with disabilities.
- ☐ Meet with NAEP field staff for a pre-assessment visit to discuss appropriate NAEP testing preparation and provide an updated list of enrolled students in the sampled grade.

Day of the NAEP Administration:

- ☐ Provide the folder of completed questionnaires and letters to NAEP field staff.
- ☐ Review student dismissal plan with NAEP field staff.
- ☐ Make sure all students attend the appropriate testing session.
- ☐ Answer questions and handle any emergency situations that may arise during testing.
- ☐ Notify the NAEP district coordinator of any serious problems during testing.
- ☐ Meet with NAEP field staff after testing to ensure that all materials are accounted for and complete an evaluation survey.

*The MySchool Web site is located at <http://www.mynaep.com/> (Outside Source).



District Coordinator Responsibility Checklist

Directions: This checklist is intended to assist NAEP district coordinators in preparing for NAEP 2009 at their school(s). Customize a checklist for each selected school by filling in the blanks with school-specific information. Check off tasks as they are completed.

School Name: _____ NAEP 2009 Test Date: _____

NAEP School Coordinator Name: _____

NAEP School Coordinator Phone Number: _____

August 2008:

- ☐ Review the contents of the August mailing from the NAEP State Coordinator and the NAEP Information Packet on the California Department of Education NAEP Web page at <http://www.cde.ca.gov/ta/tg/nr/>.
- ☐ Identify the NAEP school coordinator and distribute the school packet from the August mailing.
- ☐ Confirm that the NAEP school coordinator is aware of the NAEP test date and that the date has been placed on the school calendar.

August 15 – October 1, 2008:

- ☐ Register on the MySchool Web site. Go to <http://www.mynaep.com/> (Outside Source) and click on REGISTER if a new user. Registration ID is included in the August mailing from the NAEP State Coordinator.
- ☐ Ensure that the school has correctly completed and submitted the School Data Collection Form via the MySchool Web site.* (The district coordinator may submit this form on behalf of the school.) Deadline: October 1, 2008.

October 6-31, 2008:

- ☐ Ensure that the school has correctly compiled and submitted the required student list via the MySchool Web site.* (The NAEP district coordinator may submit this list on behalf of the school.) Deadline: October 31, 2008.

1 Month Before Test Date:

- ☐ Follow up with the NAEP school coordinator to verify the pre-assessment meeting with NAEP field staff has been scheduled.

2-3 Weeks Before Test Date:

- ☐ Follow up with the NAEP school coordinator to make sure the required school-level responsibilities are being carried out.
- ☐ Ensure that each NAEP school coordinator has notified parents and guardians of all students eligible for NAEP participation via either a dated newsletter insert or a dated notification letter.

Day of the NAEP Administration:

- ☐ Visit the school to monitor the test administration as needed.
- ☐ Be available to answer questions from the NAEP school coordinator, NAEP field staff, and parents and guardians.
- ☐ Handle any emergency situations that may arise during testing.
- ☐ Attend the post-assessment meeting between NAEP field staff and the NAEP school coordinator. (Optional)
- ☐ Notify the NAEP State Coordinator of any serious concerns or problems that arose during the NAEP test administration.

*The MySchool Web site is located at <http://www.mynaep.com/> (Outside Source).



NAEP At-a-Glance

The chart below presents the typical schedule of the assessments and special studies that make up the NAEP program. Subjects and grades assessed, as well as reporting schedules, vary depending on available funding and the impact of frameworks revisions and special studies.

	Main NAEP		Long-Term Trend	Pilot Tests and Special Studies
	National	State/TUDA**		
Goal	To report the national and regional educational achievement in selected subjects	To facilitate self-monitoring by states in selected subjects and to serve as a tool to compare subgroup performance within and between states	To track changes over time in educational achievement by monitoring trend lines first set in the 1970s	Subject or focus varies depending on the study Additional information about the data collection activities and goals of the special studies is available on the NAEP Special Studies Web site at http://nces.ed.gov/nationsreportcard/studies/ (Outside Source)
Subject or Focus*	Reading, mathematics, science, writing, U.S. history, geography, civics, arts	Reading and mathematics; science and writing	Reading and mathematics	Additional subjects such as world history, economics, or foreign language; focus such as the High School Transcript Study or the National Indian Education Study
Grade or Age	Grades 4, 8, and 12	Grades 4 and 8	Ages 9, 13, and 17	Grades 4, 8, and/or 12
Length of Time Required	90-120 minutes	90 minutes	90 minutes	90-120 minutes
Assessment/ Study Schedule	Every year (January through March)	Reading and mathematics: every two years in odd-numbered years Writing and science: every four years in odd-numbered years (January through March)	Every four years in even numbered years: • Age 9 – January through March • Age 17 – March through May • Age 13 – October through December	Variable
Reporting Schedule	1 year after administration	6 months after administration	1 year after administration	Varies for special studies. Results from pilot tests are not released.

* NAEP content frameworks, which show the range of content and skills targeted, are available on the NAEP Nation's Report Card Web site at <http://nces.ed.gov/nationsreportcard/frameworks.asp> (Outside Source). This Web page includes frameworks for reading, mathematics, science, writing, U.S. history, geography, civics, economics, foreign language, and the arts.

** TUDA: Trial Urban District Assessment



Internet Resources

Information	Web Site / Page Address
California Department of Education NAEP Web Page	http://www.cde.ca.gov/ta/tg/nr/ This Web page contains a link to the MySchool Web site, a list of school districts selected for NAEP participation, a link to the latest NAEP results for California, and access to the latest NAEP Information Packet.
United States Department of Education NAEP Web Site	http://nces.ed.gov/nationsreportcard/ (Outside Source) This Web site provides access to a range of information about NAEP including a program overview and assessment schedule, frameworks for the subjects assessed, released questions, and assessment and special study results.
MySchool Web Site	http://www.myschool.com/ (Outside Source) This secure Web site is available only to school districts and schools that have been selected to participate in NAEP. A registration identification number is required to register and access information on this Web site.
NAEP Data Explorer	http://nces.ed.gov/nationsreportcard/naepdata/ (Outside Source) This secure Web site allows users to customize analyses of aggregate NAEP data, including assessment results and student background questionnaire data.
NAEP Released Questions	http://nces.ed.gov/nationsreportcard/itmrls/ (Outside Source) This Web site contains links to released questions from previous NAEP administrations, as well as tools that can be used to gain additional insight into the content of the assessment.
Sample Questions Booklets	http://nces.ed.gov/nationsreportcard/about/booklets.asp (Outside Source) This Web site contains general information booklets, available in downloadable Portable Document Format (PDF). Booklets include descriptions of each test, test directions, questionnaires, and sample questions.
NAEP Frameworks	http://nces.ed.gov/nationsreportcard/frameworks.asp (Outside Source) Developed by the National Assessment Governing Board, the NAEP frameworks provide information on the skills and concepts targeted by the NAEP assessments.
Information for Parents and Guardians	http://nces.ed.gov/nationsreportcard/parents/ (Outside Source) This Web site provides parents and guardians with information about NAEP. Information is available in English and Spanish.